

# Georgia Department of Human Resources

## OFFICE OF FACILITIES AND SUPPORT SERVICES

The Office of Facilities and Support Services provides services that support the other DHR divisions and offices.

### **Director's Office**

- This office is responsible for arranging services provided by the Georgia Building Authority in areas affecting the buildings the authority owns and the department occupies. Services include security, emergency incident reaction, interior space design, maintenance, and parking.
- It is also responsible for departmental emergency management. This includes coordinating the interaction of the department with federal, state, and volunteer agencies that respond to natural and civil emergencies and disasters; collaboration with other divisions and offices in the development of departmental plans; and implementation of departmental portions of the state emergency response plans, including responses to acts of bioterrorism.
- The Disaster Mitigation and Response Unit is a part of the director's office. This unit is responsible for maintaining the Statewide Emergency Shelter listing database on the file servers of the Georgia Emergency Management Agency. This unit also processes disaster loss claims for individual victims of disasters and serves as needed during emergencies and disasters.

### **Transportation Services Section**

- This section has a central staff and 13 regional transportation coordinators. It is responsible for departmental insurance and risk management programs, and client transportation in its 13 regions.

### **Construction and Property Management Services Section**

- This section arranges leased space (some 500 office locations) for departmental offices statewide, inventory management of the department's equipment and furnishings, management of the department's vehicle fleet which consist of over 4,000 vehicles, management of department-owned land, operation of five office buildings owned by the department, and managing the processes for funding and administering construction projects.

### **Engineering and Design Services Section**

- This section is responsible for engineering design for the department's institutions and owned buildings, construction programming and project inspection, compliance with the Americans with Disabilities Act, and construction plans and specifications approval.

### **Operations Services Section**

- This section manages the business operations of the office, departmental policy publication and distribution, administration of the departmental records management program, mail service for the 2 Peachtree Building, and forms distribution statewide for the department's forms.